

First Official Workday Report to NAVAIR MILPERS Bldg. 1489, Room 108 – (301) 342-8246/5360 (located next to the Firehouse)	
<b>NAVAL AIR SYSTEMS COMMAND HEADQUARTERS (NAVAIRHQ)</b> <b>MILITARY CHECK-IN</b>	
Date Reported: _____	
Name: _____	SSN: _____
Rate/Rank: _____	Designator: _____ Date of Rank: _____
UIC: _____ BSC: _____ PRD: _____ EAOS: _____	
Air Code: _____ Bldg. No. _____ Room No. _____ Phone No. _____	
Pay Distribution Code: _____ Education Level: _____ Date of Birth: _____	
Home Address: _____ _____	<div style="border: 1px solid black; padding: 5px; font-size: 0.8em;">         IF THIS IS A TEMPORARY ADDRESS          AND PHONE NUMBER PLEASE CALL          MILITARY PERSONNEL WITH          PERMANENT ADDRESS AND PHONE          NUMBER WHEN THEY ARE          DETERMINED       </div>
Home Phone: _____	

Give Following to Member:	Schedule For:	MMDB/Locator _____
(1) Mandatory Ethics Training Questionnaire	Base Indoc _____	Dist. List _____
(2) Family Service Center Packet	ADAMS or AWARE _____	Lineal No. _____

CHECK-IN POINTS		
COMPETENCY/PEO MILITARY PERSONNEL CHECK-IN POC (SEE BELOW) _____  COMPETENCY PRT COORDINATOR _____  NAS PASS AND TAG OFFICE _____  CBQ OR HOUSING OFFICE _____  COMPLETE SPONSOR PROGRAM QUESTIONNAIRE _____	PSD (Bldg 409) _____  MEDICAL (Bldg 1370) _____  DENTAL (Bldg 1370) _____  Enlisted Only: COMMAND MASTER CHIEF (Bldg 2272, Room 152)(757-7985) _____  NAVAIR CAREER COUNSELOR AE1 Murach (Bldg 2272, Room 152)(757-7842) _____	<div style="border: 1px solid black; padding: 2px; font-size: 0.7em;">         Hours: 0730-1030           0800-1000 OR 1300-1400          MON, WED, FRI           0700-0800 OR 1230-1330       </div>

**CUSTOMER SERVICE TEAM:** Bldg 2185, Room 1200, Phone 342-7016

The CST will enter you into Base Locator and TIPS. They will **only** provide the forms needed to obtain a Government Credit Card, to request Telephone and Voice Mail Service and have you complete a Mail Directory Card.

Telephone & Voice Mail \_\_\_\_\_

Government Credit Card \_\_\_\_\_ Forward form to Bonnie Clark, Bldg 440 Rm 7 (757-3668)

**PERSONNEL SECURITY:** Mr. Mike Shirley, Bldg 463, Room 103, (757-2954) \_\_\_\_\_

The Personnel Security office will assist you with security clearance issues.

**TRAVEL MANAGER:** Obtain form follow directions at: [HTTPS://WINGSPAN.NAVAIR.NAVY.MIL/NEW\\_USER/](https://wingspan.navair.navy.mil/new_user/)

*Once at your work space, to obtain access to e-mail and/or corporate accounts, call the IMD Operations Center at 342-3104. You will need to provide the following information: CPU number, phone number, competency, building and room number.*

Military Personnel	AIR 1.0/PEO(A)/(T) Kathy Robinson, Bldg 2272/Rm 356 Phone: 757-6789
Check-in POC	AIR 2.0 Cheryl Anderson, Bldg 2272/Rm 353 Phone: 757-6570
	AIR 3.0 AZ1 Perez, Bldg 449/2 <sup>nd</sup> Deck Phone: 757-8415
	AIR 4.0 Trish Kummerer, Bldg 2185/Rm 3230 Phone: 342-2217
	AIR 5.0 AZCS Brown, Bldg 448 Phone: 757-3022
	AIR 6.0 Sharon Ferris, Bldg 449/Rm 108 Phone: 757-8468
	AIR 7.0/8.0/09 NAVAIR MILPERS, Bldg 1489/Rm 108 Phone: 342-6810
	PEO (W) YN2 Henderson, Bldg 2272/Rm 246 Phone: 757-6312